

## Used Oil Block Grant: Supplemental Information

### Used Oil Recycling Block Grant Resolution Details, Samples and Index of Website Addresses FY 2007/08 (13<sup>th</sup> Cycle)

#### Background

The California Oil Recycling Enhancement Act (Act) (Public Resources Code §§ 48600 et seq.) mandates the California Integrated Waste Management Board (CIWMB) to provide annual Used Oil Recycling Block Grants (UBGs) to local governments for establishing local collection programs that encourage recycling of used oil. Because UBGs are not competitive, local governments need only to submit a timely, completed application package, and meet the program's eligibility and reporting requirements to receive a grant.

#### Grant Term

The term of the grant is July 1, 2007 through June 30, 2010, pending receipt of a Notice to Proceed.

#### Regional Programs

Cities or counties may join together in a regional program. A regional lead jurisdiction must be designated to act on behalf of all participating jurisdictions (see below for information regarding authorization documentation). The lead jurisdiction will be the Grantee who will be responsible for the performance of the grant and all required documentation. The CIWMB will direct all official correspondence and grant payments to the lead jurisdiction. If a jurisdiction is a participant in a regional program, it may not apply individually.

**Regional Lead:** The approved resolution must authorize the jurisdiction to act as a lead for a regional program and include authorization letters with original signatures dated within the last 12 months from participating jurisdictions authorizing the applicant to act on their behalf for this cycle.

**Regional Participant:** Provides a letter of authorization to the Regional lead authorizing the lead jurisdiction to act on its behalf for this cycle.

Jurisdictions participating in a Joint Powers Authority (JPA) may designate the JPA as their regional lead jurisdiction if the JPA agreement involves or includes solid and/or hazardous waste management (see below for information regarding authorization documentation).

For a regional program administered by a JPA, the CIWMB staff will determine grant eligibility and award amounts based on the total population and territory of only the participating jurisdictions.

**Approved Resolution**

An approved resolution(s) must be included with the application. The resolution(s) may be:

A) a dated multi-year, blanket resolution that is effective for an indicated time period for the submittal of all CIWMB grants, all Used Oil and Household Hazardous Waste Grants, or all Used Oil Block Grants only and which must include June 30, 2007, but may not be for more than 5 years from the date of adoption:

- Examples of variable 5-year ranges: FY 2001/02 through FY 2006/07; FY 2002/03 through 2007/08; FY 2003/04 through 2008/09; FY 2004/05 through FY 2009/10 or FY 2005/06 through FY 2010/11.

Or;

B) only for this Used Oil Block Grant (13<sup>th</sup> Cycle) FY 2007/08

A previously submitted resolution will only be acceptable if it is valid for Used Oil Grant applications through at least June 30, 2007, and if a copy is submitted with this application. *A resolution that expires prior to the issuance of the Notice to Proceed must be replaced by a new resolution that will be active at that time.*

There are two resolution options, depending upon the type of application you submit:

1. Individual Applicant – For a city or county applying alone.
2. Regional Applicant – For a city or county applying as a lead jurisdiction for at least one other jurisdiction. Joint Powers Authorities are considered regional applicants if given authority by participating jurisdictions.

**These samples are provided for guidance purposes only. Consult your attorney.**

## **RESOLUTIONS – Directions and Samples**

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### **1. INDIVIDUAL APPLICANTS (City or County)**

An individual applicant may provide one of the following:

- ☐ An approved resolution from the applicant's governing body authorizing submittal of an application for the Used Oil Recycling Block Grant (13<sup>th</sup> Cycle) FY 2007/08 and identifying the **job title** of the individual authorized to execute all grant documents (e.g., Grant Agreement and Request for Payments); OR
- ☐ An approved multi-year, blanket resolution authorizing for, up to five (5) years, the submittal of grant applications to the CIWMB for all available CIWMB grants, all Used Oil grants and Household Hazardous Waste (HHW) grants under the California Integrated Waste Management Act, or all oil grants under the California Oil Recycling Enhancement Act and identifying the **job title** of the individual authorized to execute all grant documents (e.g., Grant Agreements and Requests for Payments). The five-year authorization must extend to at least June 30, 2007.

**Note: the benefit of a multiple year blanket resolution is that it can be used for future applications such as later UBGs, Opportunity Grants, HHW Grants, etc.**

**ALL SAMPLES ARE PROVIDED FOR GUIDANCE ONLY. CONSULT YOUR ATTORNEY BEFORE USING.**

**SAMPLE RESOLUTION: Individual Applicants/Jurisdiction (City or County)**

**WHEREAS**, the people of the State of California have enacted the California Oil Recycling Enhancement Act that provides for a Used Oil Recycling Block Grant (Grant) to eligible cities and counties for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil; and

**WHEREAS**, the California Integrated Waste Management Board has been delegated the responsibility for administering the Grant program, which includes procedures governing the application by and payment to eligible cities and counties; and

**WHEREAS**, if awarded, the applicant will enter into a Grant Agreement with the California Integrated Waste Management Board for implementation of a used oil collection program;

**NOW, THEREFORE, BE IT RESOLVED** that the       **(Title of Governing Body)**       authorizes the submittal of an application to the California Integrated Waste Management Board for the Used Oil Recycling Block Grant, FY 2007/08;

**BE IT FURTHER RESOLVED** that the       **(Job Title of Official)**      , or a designee, is hereby authorized and empowered to execute in the name of       **(Name of Jurisdiction)**       all grant documents necessary to secure grant funds and implement the approved grant project.

**SAMPLE RESOLUTION FOR BOTH USED OIL AND HHW GRANTS**  
**Individual Applicants/Jurisdiction (City or County)**  
**Multi-year Blanket resolution**

**WHEREAS**, the people of the State of California have enacted the California Oil Recycling Enhancement Act that provide for Used Oil Recycling Grants to eligible cities and counties for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil; and

**WHEREAS**, the people of the State of California have enacted Assembly Bill 1220 (Eastin, Statutes of 1993, Ch. 656) that provides Household Hazardous Waste Grants (HHW Grants) to local governments to establish and implement waste diversion and separation programs to prevent disposal of hazardous waste, including household hazardous waste, in solid waste landfills; and

**WHEREAS**, the California Integrated Waste Management Board has been delegated the responsibility for administering the Used Oil and HHW Grant programs, which includes procedures governing the application by and payment to eligible cities and counties; and

**WHEREAS**, if awarded, the applicant will enter into a Grant Agreement(s) with the California Integrated Waste Management Board for implementation of said grants;

**NOW, THEREFORE, BE IT RESOLVED** that the \_\_\_\_\_ (**Title of Governing Body**) authorizes the submittal of grant applications to the California Integrated Waste Management Board for all available grants under the California Oil Recycling Enhancement Act and all available Household Hazardous Waste grants for the period of \_\_\_\_\_ (**Indicate Time Period – it must include June 30, 2007 but may not be for more than 5 years from the date of adoption**).

**BE IT FURTHER RESOLVED** that the \_\_\_\_\_ (**Job Title of Official**), or his/her designee, is hereby authorized and empowered to execute in the name of the \_\_\_\_\_ (**Name of Jurisdiction**) all grant documents necessary to secure grant funds and implement the approved grant project.

**2.****REGIONAL APPLICANTS****Including Joint Powers Authorities**

**Regional Programs: one lead jurisdiction and at least one participating jurisdiction**

**In addition to the resolution for the lead applicant, applications must also include ONE of the following authorization documents from each participating jurisdiction.** (The inclusion of the participants' names in the lead applicant's resolution does not take the place of the authorization document.)

A resolution from each participating jurisdiction authorizing the lead jurisdiction to act on its behalf as both Applicant and Grant Administrator (entity that is responsible for and implements the grant program); OR

An authorization letter with original signature dated within the last 12 months from the agency representative with decision-making program authority from each participating jurisdiction stating that the jurisdiction wants to participate in the regional program and authorizing the lead jurisdiction to act on its behalf as both Applicant and Grant Administrator (entity that is responsible for and implements the grant program); OR

A copy of a Memorandum of Understanding specifically for this grant from each participating jurisdiction authorizing the lead jurisdiction to act on behalf of the participating jurisdiction both as Applicant and Grant Administrator (entity that is responsible for and implements the grant program).

**NOTE: Any combination of the above is acceptable, as long as one authorizing document from each participating jurisdiction is included with the application.**

**SAMPLE RESOLUTION – Lead Applicant of a Regional Program**

**WHEREAS**, the people of the State of California have enacted the California Oil Recycling Enhancement Act that provides for a Used Oil Recycling Block Grant (Grant) to eligible cities and counties for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil; and

**WHEREAS**, the California Integrated Waste Management Board has been delegated the responsibility for administering the Grant program, which includes procedures governing the application by and payment to eligible cities and counties;

**WHEREAS**, the **\_(Name of Jurisdiction)\_** desires to join with the following designated jurisdictions in the implementation of a regional used oil collection program; and

**WHEREAS**, if awarded, the applicant will enter into a Grant Agreement with the California Integrated Waste Management Board for implementation of said grants;

**NOW, THEREFORE, BE IT RESOLVED** that the **\_(Title of Governing Body)\_** authorizes **\_(Name of Jurisdiction)\_** to be the applicant and lead jurisdiction for Used Oil Recycling Block Grant, FY 2007/08 on behalf of itself and the following participants: **\_(List Participating Cities or Counties);**

**BE IT FURTHER RESOLVED** that the **\_(Job Title of Official)\_**, or his/her designee, is hereby authorized and empowered to execute in the name of **\_(Name of Jurisdiction)\_** and on behalf of the above named participating jurisdictions, all grant documents necessary to secure grant funds and implement the approved grant project.

*If the lead applicant does not want to list participants' names in the resolution, the resolution could read:*

**NOW, THEREFORE, BE IT RESOLVED** that the **\_(Title of Governing Body)\_** authorizes **\_(Name of Jurisdiction)\_** to be applicant and lead jurisdiction for the Used Oil Recycling Block Grant, Fiscal Year 2007/08 on behalf of itself and the participating jurisdictions (as shown by the attached authorizing letters).

**SAMPLE RESOLUTION – Participant in a Regional Program**

**WHEREAS**, the people of the State of California have enacted the California Oil Recycling Enhancement Act that provides for a Used Oil Recycling Block Grant (Grant) to eligible cities and counties for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil; and

**WHEREAS**, the California Integrated Waste Management Board has been delegated the responsibility for administering the Grant program, which includes Grant procedures governing the application by and payment to eligible cities and counties under the program; and

**WHEREAS**, (Name of Lead Jurisdiction) has agreed to act as lead jurisdiction on behalf of (Name of Participating Jurisdiction);

**NOW, THEREFORE, BE IT RESOLVED** that the (Name of Participating Jurisdiction) authorizes the (Name of Lead Jurisdiction) to submit to the California Integrated Waste Management Board a regional application for the Used Oil Recycling Block Grant, FY 2007/08 on its behalf;

**BE IT FURTHER RESOLVED** that the (Name of Lead Jurisdiction) is hereby authorized and empowered to execute all grant documents necessary to secure grant funds and implement the approved grant program.

*[Note: Cities may submit an authorization letter in lieu of a resolution – see the following page for sample authorization letters.]*



## **AUTHORIZATION LETTER INFORMATION**

There are two authorization letter options for regional and JPA participants. The jurisdiction may use either letter. The letter must be on official letterhead, signed by the jurisdiction's agency representative with program decision-making authority, and must be dated within the last 12 months. The options are:

- **Specific Authorization Letter:** Must be submitted with original signature for each cycle. Gives authorization to a lead jurisdiction specifically and exclusively for the Used Oil Block Grant FY 200708 (13<sup>th</sup> Cycle) *OR*
- **Blanket Authorization Letter:** Gives authorization to a lead jurisdiction for all Used Oil and HHW grants for one State of California fiscal year (a twelve month period beginning with the month of July through the month of June). The Blanket Authorization Letter must be submitted to the lead jurisdiction. In turn, the lead jurisdiction will keep it on file and will submit a copy with **each** application for that particular State of California fiscal year. For example, if your jurisdiction is a member of a JPA and plans on participating in three types of Used Oil Program and/or HHW grants (Used Oil Block Grants, Used Oil Opportunity Grants, and Household Hazardous Waste Grants) with the JPA, then you only need to send in a single Blanket Authorization letter to the JPA rather than three separate letters. The JPA lead will submit a copy of the letter with each of the grant applications to the CIWMB for that particular State of California fiscal year.

### ***NOTE ON CHANGES TO AUTHORIZATION REQUIREMENTS FOR JPA'S***

In the past, a copy of the JPA agreement was sufficient to identify the participants in the grant application. However, a JPA agreement may include members who do not want to participate in a given grant application. Therefore, authorization letters or resolutions from participating jurisdictions are required in place of the JPA agreement. You do not need to submit a copy of the JPA agreement.

**SAMPLE AUTHORIZATION LETTER FOR ALL CIWMB GRANTS**

OFFICIAL LETTERHEAD

DATE

Dear CIWMB:

The **(Name of participating jurisdiction)** authorizes **(Name of Lead Jurisdiction)** to submit to the California Integrated Waste Management Board (CIWMB) a regional application for all available CIWMB grants on its behalf for State of California 2007/08 Fiscal Year, which begins July 1, 2007, and terminates June 30, 2008. The **(Name of Lead Jurisdiction)** is hereby authorized and empowered to execute all grant documents necessary to secure grant funds and implement the approved grant program.

Sincerely,

Agency Representative with Program Decision-Making Authority

**SAMPLE AUTHORIZATION LETTER SPECIFICALLY FOR USED OIL GRANTS**

OFFICIAL LETTERHEAD

DATE

Dear CIWMB:

The **(Name of participating jurisdiction)** authorizes **(Name of Lead Jurisdiction)** to submit to the California Integrated Waste Management Board a regional application for the Used Oil Recycling Block Grant, FY 2007/08 on its behalf. The **(Name of Lead Jurisdiction)** is hereby authorized and empowered to execute all grant documents necessary to secure grant funds and implement the approved grant program.

Sincerely,

Agency Representative with Program Decision-Making Authority.

**SAMPLE authorization letter for both Used Oil and HHW Grants**

OFFICIAL LETTERHEAD

DATE

Dear CIWMB:

The **(Name of participating jurisdiction)** authorizes **(Name of Lead Jurisdiction)** to submit to the California Integrated Waste Management Board a regional application for all available grants under the California Oil Recycling Enhancement Act and all available Household Hazardous Waste grants under the California Integrated Waste Management Act on its behalf for State of California 2007/08 FY which begins July 1, 2007, and terminates June 30, 2008. The **(Name of Lead Jurisdiction)** is hereby authorized and empowered to execute all grant documents necessary to secure grant funds and implement the approved grant program.

Sincerely,

Agency Representative with Program Decision-Making Authority

*Official Jurisdiction Letterhead***SAMPLE SIGNATURE AUTHORITY DESIGNEE LETTER**

DATE

I, \_\_\_\_\_, (Title) of (Jurisdiction Name) as the signature authority for CIWMB Grants designate (Name), (Title) as an alternate signature authority to execute all grant-related documents.

## **Forms, Additional Resources and Contact Information**

### **I. FORMS**

- [Grant Related Forms \(Used Oil and HHW\)](#)
- [Household Hazardous Waste Collection Annual Reporting: Form 303](#)
- [Certified Collection Centers and Registered Generators](#)
- [Used Oil Collection Center Site Visit Forms](#)

### **II. ADDITIONAL RESOURCES**

- [County Contacts for “Where to Take That Contaminated Used Oil”](#)
- [Frequently Asked Questions by Generators of Used Oil](#)
- [Used Oil Hauler List](#)
- [Grantee resource](#)
- [Used Oil Certified Collection Center Signage](#)

### **III. CONTACT INFORMATION**

- [Grant Manager Contacts](#)
- [Used Oil Certification County Assignments](#) (CIWMB staff to assist you)
- [1-800-CLEANUP](#)
- [Earth 911](#)
- [Department of Toxic Substances Control](#) (DTSC)